

## **Utility Assistance Document Checklist**

A utility bill reflecting at least 22 days of service is required. Services provided are only for the address at which you currently reside, we don't assist with previous address bills. We don't assist with deposit accounts unless they are included in your energy bill.

Please bring the following documents with you:

- 1.) ID and Social Security card of the client and the Social Security numbers for all household members living in the home permanently.
- 2.) Current Electric and Gas bills showing usage.
- 3.) Current Income for all family members (for the past 30 days). Which can include:
  - a. Weekly payroll – 4 recent stubs
  - b. Bi-weekly payroll – 2 recent stubs
  - c. Social Security benefits (current letter or current bank statement)
  - d. Pension or retirement (current benefit letter)
  - e. Government benefits – food stamps or cash aid (current notice of action or passport to services form)
  - f. Unemployment (stubs for 30 days or direct deposit statement)
- 4.) Rental agreement or mortgage statement (housing assistance eligibility letter) if it applies – housing authority affordable housing sponsored programs.